

# Public Services



THE  
GUERNSEY  
INSTITUTE

# Public Services

## Purpose of the Course

This course is designed to prepare you for a career in one of the many uniformed services, - armed forces, the police or prison service. The programme has been developed with significant engagement with the local public services, giving you the opportunity to work alongside professionals to develop a true understanding of the behaviours, attitudes, knowledge and skills needed to be successful in this sector.

## Personal Development & Skills

This course will provide opportunities for you to go beyond purely academic theory, as there is a strong thread of personal and skills development embedded in the programme allowing you to become reflective, independent participants, leaving with self-awareness and an ability to access and apply the knowledge you have gained in a variety of settings. In addition, you will participate in enrichment activities such as healthy cooking, basic car maintenance, communication skills and develop a deeper understanding of the society we live in by having the opportunity to explore and discuss current affairs.

Each year you will take part in a minimum of two off island trips including an expedition and a 'Look at Life' programme led by the armed forces. You will undertake fundraising activities to support the cost of these activities. You will also have the opportunity to complete silver and gold Duke of Edinburgh Awards.

## Course Duration

Level 2: one year, full-time

Level 3: two years, full-time

## Campus

Les Ozouets

## Course Outline

The course can be a two or three-year programme depending on your career ambitions. You will gain certification after each academic year offering a flexible approach to progression.

The course is built around four key areas:

- Skill acquisition and personal development
- Adventurous activity and expedition involvement
- Volunteering
- Personal fitness

The first year enables you to develop essential key skills and an understanding of local public services, their organisational structures and the key role they play. The second/third years build upon these core skills focusing in-depth on a variety of topics including government policies, leadership and teamwork, citizenship and diversity.

Examples of units covered:

- Understanding discipline
- Fitness testing and training
- Developing team work
- Outdoor and adventurous activities
- Volunteering in the community
- Discipline for the public services
- Crime and its effects on society
- Response to emergency incidents
- Command and control
- Security procedures
- Behaviour in public services employment
- Planning and management of major incidents



## Entry Criteria

**Level 2:** four GCSEs at grade D/3 or above, across a range of subjects preferably English language and maths or successful completion of a Level 1 qualification, or relevant experience for mature students.

**Level 3:** five GCSEs at grades C/4 or above in a range of subjects including English language and preferably maths, or a relevant Level 2 qualification at Merit or above, or relevant experience for mature students.

## Assessment Method

Your coursework will be in a variety of formats which and will be assessed by your lecturers, internally verified and then externally verified by the awarding organisation.

The first year, will focus on skills acquisition and personal development and other coursework led written and practical assignments. In years two and three, you will complete the Level 3 Extended Diploma that will be assessed through a range of styles including written assignments, practical application of knowledge and sector relevant production of materials and presentations suitable to the assignment scenario.

## Progression Opportunities

To progress onto the Public Services Level 3 course you will need to have successfully completed your Level 2 programme with a merit or distinction, English language at Level 2 and attained overall attendance greater than 88%. There are also a range of employment opportunities or progression onto an alternative Level 3 programme.

A Level 3 qualification provides progression into range of roles within the local uniformed and non-uniformed services, university or officer level entry into the armed services.

## Additional Learning Support

As part of your learning programme, if you have not yet attained a grade C/4 or equivalent in mathematics and English language, you will be required to study a Functional Skill or GCSE in these subjects.

Some students may require additional support for a number of reasons. At the start of your course you will be asked to complete an initial assessment in order for us to identify any additional needs that you may have. During your course, your personal tutor will be able to guide you on how best to access support.

We can offer the following:

- Progress Coaches
- Learner Support assistance (1:1)
- Learner Support assistance (group)
- Learner Support assistance (drop-ins)
- Specialist ESOL teaching
- Study lab sessions
- In-class support
- Special arrangements for exams

## Equality & Diversity

We welcome and celebrate the diversity of our student population. We value and recognise differences in race, gender, sexual orientation, disability, religion or belief and age. Our aim is to provide a learning environment that is inclusive and we are committed to removing conditions that put anyone at a disadvantage.






For more details or how to apply, please contact: Julie Jones  
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## College of Further Education

**Chairman** Julian Winser

**Principal** Louise Misselke RGN, BSc, MSc, Cert Ed.

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*NB: Course information correct at time of print.*

*Courses offered may be subject to change and will run subject to minimum numbers.*

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